



NAVY VICTIMS' LEGAL COUNSEL PROGRAM
UNRESTRICTED REPORT – DOCUMENT CHECKLIST

Client Name: _____

Intake Date: _____

Close Date: _____

I. FOLLOWING INITIAL MEETING WITH CLIENT

_____ : Detail Letter

_____ : Scope of Representation Letter

_____ : Notice of Representation to command/SJA/TC/NCIS

_____ : Child Client Assessment Worksheet (if applicable) (ongoing)

_____ : Revocation of consent to search/seize (signed by client) (if applicable)

_____ : CNLSC Disclosure of Information Request to SJA/TC

_____ : (Other, such as a VDL) _____

II. COMPLETION OF INVESTIGATION/PROSECUTORIAL MERIT REVIEW

_____ : Disposition input to SA-IDA

_____ : Request for investigative materials/client statements (if applicable)

_____ : (Other) _____

III. FOLLOWING PREFERRAL/PENDING ARTICLE 32, UCMJ INVESTIGATION

_____ : Notice of Representation to DC

_____ : Notice of Representation to IO

_____ : Memorandum to CA to apply M.R.E. 412 procedural safeguards (if applicable)

_____ : M.R.E. 412 response (if necessary)

_____ : (Other) _____

IV. FOLLOWING ARTICLE 32, UCMJ INVESTIGATION

_____ : Disposition input to SA-IDA

_____ : (Other) _____

NAVY VICTIMS' LEGAL COUNSEL PROGRAM
UNRESTRICTED REPORT – DOCUMENT CHECKLIST

V. FOLLOWING FORWARDING OF CASE TO GCMCA

- _____ : Disposition input to GCMCA
- _____ : Disposition input to higher review authority (if case not referred following Art. 34 advice)
- _____ : (Other) _____

VI. FOLLOWING REFERRAL TO COURT-MARTIAL

- _____ : Notice of Appearance to MJ
- _____ : (Other) _____

VII. MOTIONS

- _____ : VLC motion for investigative materials (if necessary)
- _____ : VLC demand for recognition of victim rights (if necessary)
- _____ : VLC response to M.R.E. 412 notice
- _____ : VLC response to M.R.E. 513
- _____ : (Other, such as motion to quash) _____

VIII. POST-TRIAL

- _____ : Client post-trial rights statement to TC/SJA
- _____ : Client post-trial (clemency) statement to SJA (R.C.M. 1105A)
- _____ : Disengagement letter
- _____ : (Other, such as Trans Comp request) _____